

EXTRA INFORMATION**Christine Joyce**

From: Andrew Magee
Sent: Monday, July 14, 2008 12:06 PM
To: Christine Joyce
Cc: Steve Ledoux
Subject: FW: Bruce Freeman Rail Trail (BFRT) Uniformity Committee - Invitation

Christine:

Could you please put a copy of this email and the attachment in our extra information packet for tonight?

Thank you,

-Andy

From: Tom Michelman [mailto:tmichelman@comcast.net]
Sent: Monday, July 14, 2008 12:04 PM
To: 'Cash, Lawrence (MHD)'; citymanager@lowellma.gov; PCohen@townofchelmsford.us; CMclain@townofchelmsford.us; kross@westfordma.gov; mmckenzie@carlisle.mec.edu; Magee, Andy; mrasmussen@concordnet.org; selectmen@sudbury.ma.us; jsuso@framinghamma.gov; efk@framinghamma.gov
Subject: RE: Bruce Freeman Rail Trail (BFRT) Uniformity Committee - Invitation

To all,

As designated Chair of the BFRT Uniformity Committee, I look forward to working with you (or more likely your designees). This needs to be clarified. As each of you were chosen as important elected official or town employee we would love to have you participate, but the reality is that you are all probably too busy to focus on this important, but niche issue. Thus while Lawrence Cash has sent you the official invitation, it is expected, though not required, in most cases representatives from the Town will be chosen as the official delegate and alternate, as is detailed in the PDF.

Please get back to me as soon as possible with your Town's (of City's in the case of Lowell) chosen delegates and alternates, and I will set up the first meeting.

Please call or e-mail with any questions.

Best regards,

Tom

p.s. Here is the wording on delegates from the PDF invitation.

The delegates must be able to act as spokespersons for their municipality with respect to the BFRT. In addition, the delegates must be willing to engage in research to develop the Uniformity Guidelines and must be willing to consider differing viewpoints and opinions.

The delegates are responsible for acting as liaisons between the UC and appropriate committees, boards, and officials in their municipalities. The delegates will be relied upon to act as information conduits between the UC and the municipalities.

Tom Michelman
President – Friends of the Bruce Freeman Rail Trail
www.brucefreemanrailtrail.org

7/14/2008

6 Magnolia Drive
Acton, MA 01720

978-580-6190
tmichelman@comcast.net

From: Cash, Lawrence (MHD) [mailto:Lawrence.Cash@state.ma.us]

Sent: Monday, July 14, 2008 11:11 AM

To: citymanager@lowellma.gov; PCohen@townofchelmsford.us; CMclain@townofchelmsford.us;
kross@westfordma.gov; mmckenzie@carlisle.mec.edu; amagee@epsilonassociates.com;
mrasmussen@concordnet.org; selectmen@sudbury.ma.us; jsuso@framinghamma.gov; efk@framinghamma.gov

Cc: Tom Michelman

Subject: Bruce Freeman Rail Trail (BFRT) Uniformity Committee - Invitation

Hello everyone:

I would like to announce the formation of the BFRT Uniformity Committee. There has been much discussion recently about the necessity of uniformity along the rail trail. The Uniformity Committee can provide updates on discussion and meeting notes at the BFRT Committee Meetings which are held quarterly at the MHD District 4 Office.

The purpose of this Committee is to review and vote on uniformity thoughts and ideas throughout the BFRT to the maximum extent practicable. It is important for all the connected city/towns along the trail to provide input on design uniformity as the overall project progresses. The discussions may include topics such as: project signing, pavement markings, typical cross sections, safety, and intersection approaches.

The recommended voting committee members for each city/town are provided below:

Lowell: Bernard Lynch, City Manager, citymanager@lowellma.gov

Chelmsford: Paul Cohen, Town Manager, PCohen@TownofChelmsford.us

Chelmsford (cc): Cynthia McLain, BFRT Liaison for the Town of Chelmsford, CMclain@TownofChelmsford.us

Westford: Kelly Ross, Board of Selectmen Liaison for BFRT, kross@westfordma.gov

Carlisle: Madonna McKenzie, Town Administrator, mmckenzie@carlisle.mec.edu

Acton: Andrew Magee, Board of Selectmen Liaison for BFRT, amagee@Epsilonassociates.com

Concord: Marcia Rasmussen, Director - Department of Planning & Land Management,
mrasmussen@concordnet.org

Sudbury: John Drobinski, Board of Selectmen Liaison for BFRT, selectmen@sudbury.ma.us

Framingham: Julian Suso, Town Manager, jsuso@framinghamma.gov

Framingham (cc): Eugene Kennedy, Interim Assistant Director/ZBA Administrator for Community and Economic Development, efk@framinghamma.gov

I recommend Tom Michelman as the non-voting Chairperson for this committee who can make the arrangements for the committee discussions/concerns and any potential meetings, prepare the committee notes, and provide any necessary updates at the quarterly BFRT Committee Meetings.

I trust that this Committee will help bring together some of the great thoughts and ideas for the rail trail. The brief guidelines for the Committee are attached for your convenience. I look forward to hear about some of the uniformity ideas at the next BFRT Committee Meeting, tentatively scheduled for the end of summer (August/September).

Thank you,

<<BFRT_UniformityCmte.pdf>>

7/14/2008

Lawrence Cash, P.E.
Project Manager/Project Management Section
MassHighway
10 Park Plaza, 6th Floor
Boston, MA 02116
Tel: (617) 973-7384
Fax: (617) 973-7554

Bruce Freeman Rail Trail Uniformity Committee

Name:

The Bruce Freeman Rail Trail (BFRT) Uniformity Committee (UC)

Charter:

Produce a document entitled *Uniformity Guidelines for the Bruce Freeman Rail Trail* that will be used by all eight BFRT municipalities (Lowell, Chelmsford, Westford, Carlisle, Acton, Concord, Sudbury, and Framingham) and the Friends of the Bruce Freeman Rail Trail during design, construction, and enhancement of the Bruce Freeman Rail Trail. These guidelines will be consistent with guidelines and standards published in the 2006 *Massachusetts Highway Department Project Development and Design Handbook*, in the *Manual of Uniform Traffic Control Devices* (MUTCD), and by the American Association of State Highway and Transportation Officials (AASHTO), such as the *Guide for the Development of Bicycle Facilities*. As guidelines, this document will not be legally binding, nonetheless it will de facto have great weight in design decisions pertaining to the Bruce Freeman Rail Trail.

This committee is of limited duration. It is expected to complete its work in six months or fewer. Construction of Phase 1 is underway and will be completed in August 2009. It is important that this committee provide guidance by December 1, 2008 so the Uniformity Guidelines can be incorporated, where possible, into the Phase 1 construction.

Membership:

The BFRT Uniformity Committee will consist of a Chairperson, Delegates, and Members-At-Large as follows:

Chairperson (one (1), non-voting): In order to facilitate discussion and build consensus, the chairperson will be a non-voting member of the committee. The chairperson will set the meeting agenda, preside over meetings, and coordinate with the other members to set the time for the next meeting. The chairperson will assist in keeping the content of the Uniformity Guidelines to a reasonable scope, focus meeting discussion, facilitate consensus building, and assist with assigning and prioritizing activities of the committee. The chairperson also will ensure the Uniformity Guideline document is kept up-to-date so it summarizes the activities and position of the committee.

In the event the chairperson is unable to attend a committee meeting, the chairperson will designate a facilitator to preside over the meeting.

The chairperson, or designee, will report on the status of the Uniformity Guidelines at BFRT Coordinating Committee meetings, hosted by the Massachusetts Highway Department.

The chair of the BFRT Coordinating Committee will select a person who is knowledgeable about the BFRT in its entirety and has demonstrated strong leadership ability to be the chairperson of this Uniformity Committee.

Delegates (eight (8), voting) and (up to eight (8), backup): Representatives for each BFRT municipality. Each municipality has one vote on the committee. Each municipality will designate one primary and, optionally, one backup representative to the committee. Having two representatives from each municipality will aid with scheduling meetings and better insure that all eight municipalities are represented at each committee meeting. If a municipality chooses to designate only a primary delegate, the primary delegate is responsible for ensuring that the municipality is represented at every committee meeting by designating a proxy, when needed.

The delegates must be able to act as spokespersons for their municipality with respect to the BFRT. In addition, the delegates must be willing to engage in research to develop the Uniformity Guidelines and must be willing to consider differing viewpoints and opinions.

The delegates are responsible for acting as liaisons between the UC and appropriate committees, boards, and officials in their municipalities. The delegates will be relied upon to act as information conduits between the UC and the municipalities.

Members at large (varying number, non-voting): Participants who do not vote, but who are interested in assisting with the committee's work, can volunteer to work on UC projects.

Meetings:

Meetings will be called by the chairperson as often as needed. Meetings will be held to discuss specific design elements, decide on actions and research that need to be undertaken by committee members, and vote to make recommendations on specific design elements.

Work of the committee also will take place outside of committee meetings. The delegates will need to meet with their municipality's committees, boards, and officials. Committee members also will be collecting documentation related to the issues under consideration. Some discussions will take place via email. Email discussion will be encouraged via a listserve to facilitate openness and provide an easily retrievable email trail.

Meetings will be open to the public and will be announced online, using a mechanism decided on by the individual municipalities, and on the Friends of the Bruce Freeman Rail Trail website. Relevant documents and minutes will be posted and available online, using a mechanism decided on by the individual municipalities, and at or via links from the Friends of the Bruce Freeman Rail Trail website.

Votes:

Votes will be called for by the chairperson. All eight municipalities must be present in person or via proxy for a vote. Six out of eight votes are required for approval, with the municipalities agreeing on the wording to be included in the Uniformity Guidelines. The

wording may include acceptable alternate solutions, designed to give an overarching impression of a unified view of the trail.

Votes must include input from every municipality. It is expected that each municipality will send a representative to every meeting where a vote will be held. In the case when a municipality is unable to arrange for representation, the municipality's position on the vote may be communicated to the chairperson and the other delegates via email.

Product:

The committee will produce a document entitled *Uniformity Guidelines for the Bruce Freeman Rail Trail*. The document will adhere to guidelines and standards set forth in Chapter 11 of the 2006 *Massachusetts Highway Department Project Development and Design Handbook*, the *Manual of Uniform Traffic Control Devices* (MUTCD), and by the American Association of State Highway and Transportation Officials (AASHTO), such as the *Guide for the Development of Bicycle Facilities*. In addition, it will reference all official Bruce Freeman Rail Trail design plans, and any other plans, specifications, and guidelines relevant to shared-use paths in general and the Bruce Freeman Rail Trail in particular.

Scope:

The Uniformity Guidelines must address only the minimal set of design elements necessary to convey an impression of overarching unity to users of the trail, particularly with regard to safety and navigation. The design elements to be considered by this committee are:

1. Typical section (e.g., width of travel surface and shoulders)
2. Pavement markings (e.g., use of center line)
3. Signage (e.g., signs at approaches to intersections and historic districts)
4. Intersection design (e.g., crossing lights, warning techniques)
5. Markings and structures to indicate location (e.g., mile markers, street signs)

The committee may decide some of the above design elements should be uniform while others may reflect local character. For example, the committee may decide that use of certain traffic control devices should be uniform, but historic district designators can reflect local character and sign standards. In all cases, the Uniformity Guidelines will be consistent with the relevant Massachusetts and Federal standards and guidelines.

Approval:

The approval process will be presided over by the chairperson. The eight municipalities and the Friends of the Bruce Freeman Rail Trail are included in the approval process to ensure that all participants in the approval process abide by the Uniformity Guidelines.

1. Delegates to the committee will vote to approve the Uniformity Guidelines and recommend that each of the municipalities and the FBFRT Board of Directors approve the Uniformity Guidelines.

2. The committee will review the decisions of each of the municipalities and the FBFRT Board of Directors. If any of the municipalities or the FBFRT Board of Directors reject the Uniformity Guidelines, the Uniformity Committee will address any reasonable concerns and resubmit the Uniformity Guidelines to each of the municipalities and the FBFRT Board of Directors for approval.
3. To be useful, the Uniformity Guidelines must be approved by each of the municipalities (typically via a vote of the Board of Selectmen or City Council) and the FBFRT Board of Directors.

To expedite the approval process, delegates to the committee should take measures to make sure the municipalities have had sufficient input into the Uniformity Guidelines.

The final approved version of the Uniformity Guidelines will be delivered to the chair of the BFRT Coordinating Committee and published on the websites of the municipalities and on the Friends of the Bruce Freeman Rail Trail website.